

**ACRL/NEC Board Annual Retreat
Meeting Minutes
June 18, 2007
Franklin Pierce College, Rindge, N.H.**

Attendees: See Attachment A: Board Meeting Attendance. There was a quorum.

1. Welcome and Introductions: Meeting attendees introduced themselves. President Judy Pinnolis distributed a board list with contact information. A version including minor corrections will be posted on the chapter wiki and Val Harper will add new board members to the website tomorrow.

2. Business Meeting:

Retreat Goals: Judy outlined the goals of the retreat including orientation of new board members, planning and priority-setting for the coming year, and calendar coordination.

Approval of Minutes: Approval of the minutes from the Annual Business Meeting, June 1, 2007 was deferred until the next board meeting.

ALA Funding requests and other Projects: ALA has a deadline of June 30 to submit a 250 word proposal for a \$500 program on campus advocacy. The goal is to build relationships with administration, faculty and others outside the library. Implementation could include a continuing education workshop, a session at the annual conference, or a year-long theme reflected throughout the chapter's programs. Melissa Behney will draft a proposal. If funding is approved the Continuing Education Committee will work with her on the program.

3. Transition Orientation for New Board Members

Overview of serving on NEC Board: Christine Turner distributed the document Responsibilities of Serving on the Board. She encouraged members to consult the Chapter Manual for guidance and to attend the Board meetings. The President's annual report to ACRL National is due on May 15, so it would be helpful if the Board members would submit their annual reports prior to that deadline. She encouraged SIGs to share their targeted program dates to avoid overlap. Val Harper mentioned that our new web hosting site will have a working calendar that should facilitate this communication. The ACRL national organization provides the Chapter with very little financial support (up to \$1 per national member), but requires the Chapter to fulfill a number of requirements to receive funding. Christine encouraged members to get involved in ACRL at the national level to foster a greater understanding of needs at the chapter level. Christine also distributed Program Planning Guidelines. In her discussion she emphasized the following: notify the Board of the date and location as soon as determined; determine speakers' travel and funding requirements, send any required contract to the President for review as soon as possible, use the ACRL/NEC tax exempt number for purchases in Massachusetts, and publicize the event early and often. Christine encouraged anyone with additional ideas for the guidelines to contact her. She will revise them and post them on the wiki.

Constitution & Bylaws and Chapter Manual: Discussion of proposed changes to the Chapter Manual was deferred until the next Board meeting. Louise Buckley described the manual as a living document that can be changed by the Board at any time to reflect current practices. However, changes to the chapter's Constitution & Bylaws require a formal Board vote and ratification by the membership. She encouraged SIG Chairs to notify her of any outdated information so the manual can be revised. She also recommended adding the Program Planning Guidelines to the manual.

Introduction to Chapter Finances: Marilyn Steinberg provided an overview of the funding procedures. Each SIG is allocated \$750 per year and the Continuing Education Committee is allocated \$1000. She emphasized the importance of creating a budget for each program, even if the program is free. Board approval of the budget is required in advance (preferably two months prior) for programs with expenses over \$500 or fees of more than \$10 per person. The goal is to break even. Some SIGs have had success in charging higher program fees for non-members and other SIGs have not. Marilyn referred chairs to the chapter manual for the procedures to follow when requesting money and submitting payments, including information on forms and signatures. Only the President can sign contracts. The Chapter currently does not accept credit cards as a form of payment, but several board members

expressed interest in adding this option, and it was agreed that it is time to investigate implementation. Possibilities include the e-commerce component of the Chapter's new web-hosting site or transaction handling through Nelinet.

4. Goals Setting Exercise: Judy led a discussion of priorities for the coming year.

Awards and Scholarships Committee: The current committee will continue for the coming year with additional volunteers welcome. They will meet at Board meetings and virtually. Applications will be publicized in the Chapter newsletter, listserv and website, with a deadline of Jan. 31.

Attracting Library Staff to ACRL: There was a discussion of potential methods of attracting paraprofessionals, part-time librarians, IT staff, non-librarian professionals located in libraries, and higher level library management to membership and participation in Chapter activities. Possibilities included partnering with NERCOMP or regional networks on programs, defining SIG programs that would appeal to them, and sending letters to library directors and department heads encouraging them to fund membership and meeting attendance. A lower membership fee for paraprofessionals was also suggested.

Collaboration with other Library and Technology Groups: NELA was suggested as a model for developing collaboration because there is an existing relationship through ACRL/NEC cosponsorship of programs at their conference. Liaisons with New England state organizations could also be established through NELA. SIG to SIG collaboration across organizations, e.g. with NERCOMP SIGs or SIG to SIG within the Chapter could also be useful, with programming for multiple SIGs on the same day. In addition to cosponsoring programs of other organizations such as NELA, MLA, and NEFD, the Chapter could sponsor tables with brochures, banners and membership forms at other conferences without participating in the programming.

Action Items: Develop additional PR materials including a trifold poster display, graphically designed local brochure and local membership form. Develop partnerships with NERCOMP, NELA, NEFD, state and regional organizations for programming. Develop a list of contacts and send targeted letters to library department heads and directors to encourage support for staff membership and participation in the chapter. Focus some SIG programming of LOCI, NELIG, ITIG and other SIGs on topics such as distance learning, information commons, and course management systems to appeal to IT, academic achievement center and other professional staff that are now being placed in the library.

5. Committee Reports:

Most officers and chairs submitted written annual reports prior to the meeting.

President: Judy thanked the planning committee for their contributions to the success of the annual conference at Brandeis with special recognition to Nancy George and Bob Schier for obtaining \$5500 support from sponsors. She suggested announcing an academic librarians day as a PR effort to highlight the importance of academic librarians in New England.

Treasurer: Treasurer Marilyn Steinberg distributed and reviewed the treasurer's report covering July 1, 2006 to June 15, 2007. Ending balances were \$26,909.45 in the checking account and \$6599.62 in the certificate of deposit. She requested that all SIGs turn in deposit and expense reports before June 30th to avoid carrying over into the next fiscal year. As a non-profit organization there is a ceiling of \$25,000 per year profit above which we would be taxed. ACRL national will only reimburse the chapter for specific types of expenses. It is up to the Chapter to send only items that we think are legitimately reimbursable. Marilyn will send a letter justifying the expenses along with the original receipts.

Membership: This year Chair Kendra St. Aubin focused on cleaning up the membership database, streamlining membership periods and fees, and providing ACRL brochures to board members for distribution at programs.

Constitution & Bylaws: Louise Buckley, Chair, reported that cross-reference schedules were prepared to map provisions from ACRL National's Bylaws and its Guide to Policies & Procedures to relevant sections of the Chapter's Constitution & Bylaws and Chapter Manual.

Member-at-Large: Carole Myles was introduced as a newly-elected Member-at-Large. Sandra Rothenberg continues to moderate the Chapter's job list and general list and encouraged Board members to send her event information. She obtained one large banner and five small banners for the Chapter. Small banners are currently held by NELIG, SLIG (to be shared with CDIG), ASIG, ITIG, and the Continuing Education Committee.

Communications: Co-Chair Beatrice Pulliam reported that the newsletter will be published soon with conference reflections from the President. Janet DiPaolo will contact the students who attended the conference with ACRL scholarships to remind them to submit their articles on the conference to the newsletter. Co-Chair Val Harper distributed a timeline for transfer of the Chapter website to Bluehost. In the meantime she will continue to update the current website. Board members can send content changes and additions to her in any format. In July she will set up user accounts that allow individual users to manipulate their own content. Decisions as to which board members need these accounts will be discussed via e-mail. She will update the Board on the host transfer process at each board meeting. Beatrice noted that all SIG Co-Chairs this past year did receive passwords for the wiki. After a decision is made whether to remain with the wiki on Jotspot or move it to Bluehost, she will offer a hands-on training session for board members.

Continuing Education: Chair Debbie Herman reported that the committee is hoping to partner with the SIGs in programming. The survey that was conducted on needs of those in underserved areas will help in CE program planning. The committee may bring a web casting proposal to the board and is looking at the possibility of a Second Life event in the fall.

Legislative Network Representative: April Levy was introduced as the new representative, replacing Suzanne Wones.

6. Calendar for the Year's Meetings: Meetings will be scheduled for 10 a.m. – 1 p.m. followed by lunch and group work from 2 p.m. to 4 p.m. Tentative schedule:

Wed. Aug. 1 – Salve Regina, Newport RI

Tues. Nov. 13 – Assumption or Framingham State College

Thurs. Jan. 10 – Mt. Wachusetts Community College

Mon. Mar. 10 – TBA

April – annual conference

7. Adjournment and Small Group Work: The general meeting adjourned at 2:35 p.m. followed by small group work on programming plans.

Submitted by: Kendra St. Aubin

Attachment A: Board Meeting Attendance
Meeting Date: June 18, 2007

Officers		
President	Judy Pinnolis	
Vice President	Melissa Behney	
Past President	Christine Turner	
Secretary		
Treasurer	Marilyn Steinberg	
Member-at-Large	Carole Myles Janet DiPaolo	
Member-at-Large	Sandra Rothenberg	
Committees and SIGs		
Constitution & Bylaws Comm.	Louise Buckley	
Membership Comm.	Kendra St. Aubin	
Communications Comm.	Val Harper Beatrice Pulliam	
Continuing Education Comm.	Debbie Herman	
Access Services	Leslie Inglis Gail Geisser	
Collection Development	Jennifer Carroll	
ITIG	Olga Verbeek Janice Schuster Nancy George	
LOCI	Jim Kinnie	
NELIG	Heidi McCann Kari Mofford	
Preservation/Conservation		
Serials Librarians	Joanne Doucette Anne Meringolo	
Women's Studies		
Nominating Comm.		

Total Number of Voting Members: 16

Quorum – simple majority of voting membership (10) with at least 4 officers, one of whom must be the president or the vice president.

Quorum: Yes

Non Voting Board Members		
Archivist		
Legislative Network Representative	April Levy	